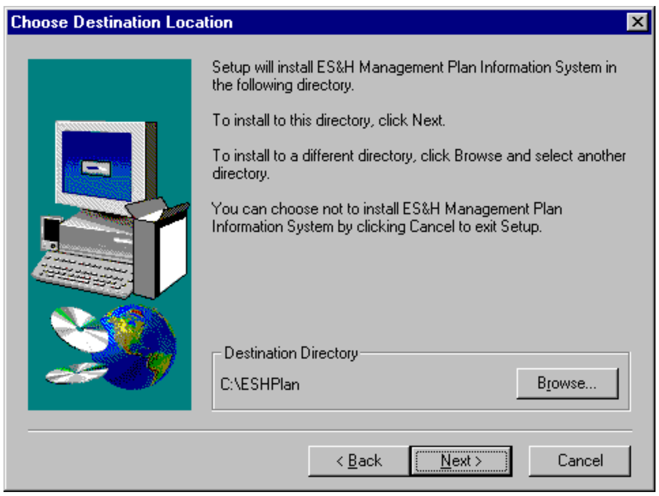
ES&H Management Plan Information System
Quick Reference for Data Entry

To install or update the software:

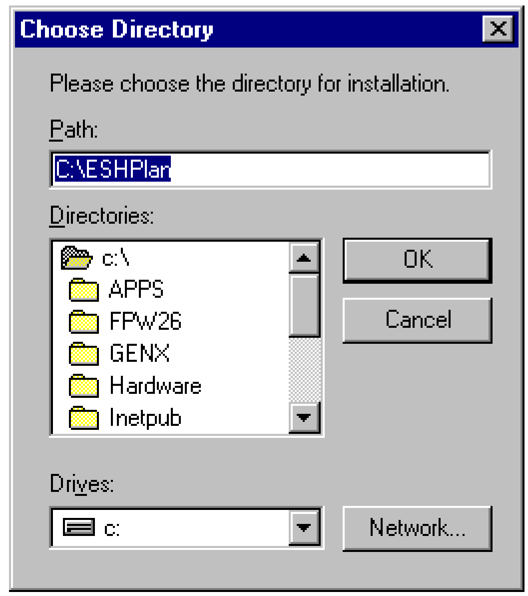
1. Download the software from http://tis.eh.doe.gov/bps/eshplan/software.htmto the hard drive on your computer. **Hint:** If you save it to your desktop, it will be easy to find.
2. After downloading the software, locate and double-click the file you saved (either on your desktop or using Windows Explorer).
3. The InstallShield Self-extracting EXE dialog box will open and ask if you want to continue. Click the Yes button. The setup program will prepare your system for the installation.
4. When the Welcome dialog box opens, click the Next> button.



5. In the Choose Destination Location dialog box, you will select the directory into which the software will install. If you are installing the ES&H Management Plan Information System for the first time, either accept the default (C:\ESHPLAN), or click the Browse… button to select an alternate location.
   or

If you have installed a previous version of the software on your computer, you **must** choose the directory where the ES&H Management Plan Information System is currently installed. (The default directory is C:\ESHPLAN.) If C:\ESHPLAN is not where the previous version of the software is installed, then click the Browse… button. The Choose Directory dialog box opens. Navigate to the drive and directory where you'd like to install the ES&H Management Plan Information System and click the OK button.

Warning: Failure to install the software in the same location will force the automatic import and update process to fail.



6. In the Setup Type dialog box, accept the "Typical" install type by clicking the Next> button.
7. In the Select Program Folder dialog box, click the Next> button.
8. In the Setup Complete dialog box, click the Finish button.

Keyboard Shortcuts

When two keys are separated by a + sign, press both simultaneously.

Edit:				***Navigate:***				***Organize:***	
Undo	<Ctrl>+U	Select All	<Ctrl>+A	Previous Record	<F3>	Continue	<Ctrl>+K	Report Format	<Alt>+R
Redo	<Ctrl>+R	Find	<Ctrl>+F	Next Record	<F4>	Browse	<Alt>+B	Index	<Alt>+I
Cut	<Ctrl>+X	Find Again	<Ctrl>+G	First Record	<F5>	Close Window	<Ctrl>+ <F4>	Filter	<Alt>+Q
Copy	<Ctrl>+C	Replace & Find Again	<Ctrl>+E	Last Record	<F6>	Close ESH/Plan	<Alt>+ <F4>	***Help:***	
								Help	<F1>
Paste	<Ctrl>+V	Save & Exit	<Ctrl>+W	Locate	<Ctrl>+M			System Status	<F2>

✒ **Note about terminology: Click** is to point your mouse pointer arrow at a word, phrase, or icon and click the leftmost button on the top of the mouse. To **double-click**, click the left button twice rapidly. **Right-click** is to point at a word, phrase, or icon and click the rightmost button on the top of the mouse.

To sign into the system:

1. In the User ID field, enter your user ID.
2. Press **Enter**.
3. In the Password field, enter your password.
4. Press **Enter**.

To change your password:

1. From the File menu, select Users, then Change My Password.
2. In the Enter your CURRENT password field, enter your current password and press **Enter**.
3. In the Enter your NEW password field, enter your new password and press **Enter**. (Consult your Security and LAN administrator for password guidelines.)
4. In the confirmation message window, click OK.
5. Re-enter your new password exactly as before and press **Enter**.

To set user preferences:

1. From the File menu, select My Preferences.
2. Select Browse Before Data Entry to display a list of records when you begin editing. (If this option is not selected, you will be taken directly to the last record worked on when you begin editing.)
3. Select Ring Bell when Fields Full to hear a bell when a fixed length text box being edited reaches its character limit.
4. Select Confirm Each Field with Enter Key to press **<Enter>** to move from field to field.
5. Select Preserve Filters when Switching Views to cause a filter set in one table to remain in effect when the MAIN VIEW is switched.
6. Select Return to Report Screen after Printing to return directly to the Report Selection window after printing.
7. Select Return to Batch Screen after Printing to return to the Batch Selection after printing.
8. Select No Cover Page on Reports to prevent the printing of a cover page for each report.
9. If you are a manager, you can select Manager's Menu Upon Login to start with the Manager's menu when logging in.
10. Select Spell Check Words with Numbers to check words that start with a letter but also include numerals (e.g., HOV3). By default, these words are not checked.
11. Select Spell Check Unusual Capitalization to check words that have multiple capital letters. By default, these words are not checked, to reduce user intervention for acronyms.
12. Click OK to save your preferences.

To enter Facility and Pool Data:
You or your System Administrator must complete the Facility and Pool Data window **before** entering ADS records.

1. From the View menu, select Facility and Pool Data.
2. From the View menu, select Edit View.
3. Select the Allow ‹ Add › of ADSs? check box if you will be entering ADSs for this facility.
4. If there is more than one copy of the software installed at your location, change the Installation Letter to the next unused letter.
5. To enter a summary of the important risk management and budget analysis information that will be rolled up with the ES&H Management Plan data, click the General Text... button. In the General Summary Text editing window, type the text. To spell check, click the Spell Check button. Then click the OK button to save.

To add Allocation Pool(s):

6. Click the Add Pool button.
7. In the System Character Entry Screen, enter the Pool ID of the allocable cost pool (max. 8 characters) and click the OK button.
8. In the Allocable Cost Pool Window, select the text [UNTITLED POOL] and replace with the desired Pool Title.
9. Select one Allocable Cost Category.
10. Select one Allocable Cost Pool type.
11. Click the OK button.
12. Repeat steps 5-9 as necessary to add additional Allocable Cost Pools.

To specify the Pool Resource Breakdown (allocation percentage):

13. Select the desired Pool ID.
14. Click the Add Line button.
15. In the Specify Funding Source window, enter the Resource Code and corresponding B&R code. (To display a validated table of values, press **<F8>**. Right-click a Resource Structure code in the list to select it and the System will fill in both the Resource Structure code and the B&R code).
16. Enter the Allocation % (0-100) for the pool and click the OK button to save the data.
17. Repeat steps 13-16 for each Allocation Pool.

To specify defaults for subsequent ADS entries (to display a list of valid values, select <F8> when in the field):

18. In the SO Code field, enter the default Secretarial Office. (If you specify a default in this field, all new records will show this code in the Owner SO field, but it may be edited.)
19. In the Contractor field, enter the Contractor Organization. (Note: For DOE organizations, such as Operations Offices and SOs, press **<F8>** and select [N/A] at the end of the list.)
20. In the Resource Code field, press **<F8>** and select a code from the list. The B&R Code will also be entered.
21. Change default Status if desired.
22. Click the OK button.

Refer to our web site at **http://tis.eh.doe.gov/bps/eshplan/** for complete documentation, answers to frequently asked questions, & software updates.

For further assistance, call the **ES&H Helpline** at **1-800-473-4375.**

To save data, do one of the following:

- Click the Save button to save and continue.
- Click the OK button to save and exit the current record.
- Click the New button to save the current record and open a new record.

To access Help when editing records:

- Press **<F1>** for context-sensitive Help about the window displayed.
- From the Help menu, select Contents or Search for Help on…
- For system status information, select System Status from the Help menu.

To import data:

1. Make sure your existing data is backed up.
2. From the File menu, select Export/Import.
3. Select Import from Roll-up Diskette or Import Data WITHIN a facility.
4. In the Specify File Location window, indicate the drive where your data files are located.
5. Click the OK button.
6. When prompted, place the import diskette into the drive and press any key.
7. Selecting YES to overwrite all facility-level data on your computer for each facility whose data appears on the diskette or for intra-facility data transfers, check the Installation Letter box.
8. From the File menu, select Maintenance and select Recalculate Database. Then click the OK button.

To export data:

1. From the File menu, select Export/Import.
2. Select Produce Roll-up Diskette or select Export Data WITHIN a Facility.
3. In the Specify Scope for Export window, select the appropriate conditions and click the OK button.
4. Select the target drive and directory for copying your data files or if you want to export to a location other than a floppy drive, select Specify Other Directory.
5. If necessary, insert a blank formatted diskette into the drive.
6. Click the OK button.

To export data to another file format:

1. From the File menu, select Export/Import.
2. Select Export to External File Format.
3. In the Export to External File Format window, select Group Totals Only for summary information or select List Each ADS for detailed ADS-level information.
4. Select the desired Cost Column format and optional fields.
5. Click File Type and select the desired type.
6. Enter the file name and location for the exported data.
7. Select Browse before exporting? to preview the export data
8. Click the OK button.

To add a new record:

1. From the View menu, select Activity Data Sheets. The last record entered will open.
2. Click the New button in the lower right quarter of the window.
3. If it is necessary to change the default facility, click the arrow to the right of the Facility field and select the appropriate choice from the drop-down menu.
4. In the Title field, type a short, descriptive title (no more than 50 characters).
5. Select an ADS type.
6. Click the OK button to save the data.
7. In the ADS section of the window, click each button to fill in the required data (see page 4).

To replicate a record:

1. Choose the Replicate... option from the Table menu while viewing a Data Entry window.
2. The system creates a new record and assigns an ID number.
3. The record title of an ADS, Assessment, or Issue will be exactly the same as the original record, except that it will be enclosed in brackets. A new Action record will have the same title but it will not be enclosed in brackets. Click in the Title field to edit the text as necessary.
4. ADS drivers, functional areas, scores, costs, and FTEs are not replicated. Enter the correct information in these areas.

To delete a record:

In the Activity Data Sheet Window, select the text in the Status field (upper right) and replace with VOID. (This allows you to reopen the record if desired.) **or**

While the record's Activity Data Sheet is displayed, select Delete this ADS… from the ADS menu. Then click the YES button to confirm that you understand that this method of deletion is permanent.

To edit an existing record:

1. From the View menu, select Edit View.
2. If your user preference does not have Browse Before Data Entry selected, the Data Entry window for the last record you were editing will be displayed. To access a different record, from the Move menu, choose Browse to access the Select Activity Data Sheets window.
3. Once the Select Activity Data Sheets window opens, click the desired record to select it and then right-click to open it.
4. Change any required data in the same manner as entering new data (see page 4). To replace text, drag to select the existing text and then type the new text

To edit Data Activity Sheet satellite windows:

1. Click each button on the left side of the window to open a corresponding window.
2. Complete each window as explained below and click the OK button to return to the Data Activity Sheet Window. A number preceding the field name indicates the section of the ADS form where the data is located. **<F8>** following the explanation indicates that you can press **<F8>** while in this field for a list of valid codes.

To complete the ADS Identification Window:

1. Click the Identification… button.
2. Complete the applicable fields shown in the table below.
3. Click the OK button when done.

Field	Explanation
3. ADS Title	Title as entered when record was created. Editable in this window.
4. Status Code	Select a code for the status of this record in the System; it need not match the status of the activity itself. **<F8>**
5. Budget ID	Enter the ID number of the formal budget document submitted with the Field Budget Submission Package that includes this activity.
6. Original ID	Enter the original ADS identifier (maximum 20 characters).
7. Work Package	Enter the ID number of the work authorization directive (WAD), work package, or other applicable budget execution document.
8. Account No.	Enter the local (or internal) account number to capture and identify associated costs.
9. WBS Code	Enter the associated internal work breakdown structure (WBS) identification number/code.
10. Ref. ADS No.	Enter the System ADS number for any other ADS for the same facility to which this ADS is explicitly related.
11. Resp SO Code	Enter the code for the Secretarial Office (SO) responsible for funding the ADS if it is direct-funded. *For indirect-funded and outside-funded activities, indicate the Landlord SO.* **<F8>**
12. Contractor	Enter the code from the DOE Facility Operator List. **<F8>**
13. Division	Enter the organizational division responsible for the ADS.
14. Department	Enter the organizational department responsible for the ADS.
15. Manager	Enter last name, followed by first and middle initials, of the Contractor Manager responsible for the validity of the data on the activity.
16. Manager Phone	Enter the ten-digit telephone number for the Contractor Manager.
17. DOE Manager	Enter last name, followed by first and middle initials of the DOE federal employee Manager responsible for the validity of the ADS data.
18. DOE Manager Phone No.	Enter the ten-digit telephone number for the DOE Manager.

To complete the ADS Functional Area Window:

1. Click the Functional Areas… button.
2. Complete the applicable fields shown in the table below.
3. Click the OK button when done.

Field	Explanation
Cost Category	Entered as 12 by default. If “Other (18),” is selected, enter a category name (10 characters max.) in the field to the right of Category.
19. FEDPLAN Environmental Activity?	Select this check box if the ADS documents a FEDPLAN activity.
20. Functional Breakdown	*Functional area breakdowns totaling 100% are required for all ES&H ADSs.* To enter data in this area, repeat the following for each applicable functional area: 1. Select the Add Functional Area button. 2. Enter the functional area/sub-area, for the ADS and select OK. **<F8>** 3. In the Functional Area Line Item dialog, enter the allocation percentage (0-100) for the functional area/sub-area. 4. Click the OK button.
21. Training Percentage	Enter the percentage of activity costs attributed to or targeted toward training.
22. Maintenance Percentage	Enter the percentage of activity costs attributed to or targeted toward maintenance.

To edit the allocation percentage of a functional area/sub-area:

1. Click the Functional Areas… button.
2. Highlight the title of the area and click the Modify button.
3. Edit the allocation percentage data in the window.
4. To delete a functional area/sub-area, highlight the title of the area and click the Delete button.
5. Click the OK button.

To complete the ADS Type/Drivers Window:
1. Click the Type/Drivers… button.
2. Complete the applicable fields shown in the table below.
3. Click the OK button when done.

Field	Explanation
23. ADS Type	ADS type may be edited here.
24. External Drivers	Enter the external driver(s) type and code. One primary and multiple secondary drivers may be added.
25. Compliance Comments	Click the Compliance Comments... button to enter/edit compliance comments associated with the ADS.

To enter the primary external driver type and code:
1. Click the Add Driver button.
2. In the Specify New Driver dialog box, enter the Driver Type in the Driver Type field.
3. Enter the Driver Code or press **<Enter>** in the Driver Code field to display the list of codes for the Driver Type selected.
4. In the Driver Line Item popup window, click the Primary Driver? check box if this is the primary driver for this ADS.
5. Click the OK button.
6. Repeat steps 1-5 to add additional drivers.

To change whether the driver is primary or secondary:
1. Click the driver and then click the Modify button.
2. Click to select or deselect the check box.
3. Click the OK button.

To delete a driver:
1. Click to highlight the driver.
2. Click the Delete button.

The Activity Data Sheet buttons in the following table will open text entry windows that are completed as follows:
1. Click the button.
2. Type your comments.
3. Click the Spelling… button to spell check.
4. Click the OK button when done.

Button	Explanation
26. Description…	Enter or edit the complete description of the activity and its intended objective.
27. Appraisal...	Enter or edit the ADS Appraisal.
28. Milestones ...	Enter or edit the ADS milestones and accomplishments.

To complete the ADS RPM Scoring Window:
1. Click the RPM Scoring… button.
2. Working from the ADS Scoring section of the ADS form, enter the data in the fields shown in the table below.
3. Click the OK button when done.

Field	Explanation
29. Scoring Data	To enter the scores in this section of the window: 1. Enter the consequence (*i.e.*, row number) in the Csq field for the attribute corresponding to the score being entered. Enter 0 in this field to remove a score for the attribute. 2. If necessary, enter a multiplier to be applied to the weighted value of the consequence in the Mult field. The System default is 1.0; the minimum multiplier is 0.1 3. Enter the likelihood of experiencing the consequence (*i.e.*, column letter, “A”, “B”, “C”, or “D”) in the Like’hood field. The System default is “A.”
30. Scoring Adjustments	Enter any scoring adjustments to the net score of an ADS to position it in a list prioritized by total score. (The Scoring Adjustment is the numeric value added to or subtracted from the net score. The net score is the Before-After score of the ADS.) Enter any adjustments in the following fields: • Contr Adj: Enter the Contractor’s scoring adjustment. • Ops Adj: Enter the DOE Operations Office’s scoring adjustment. • SO Adj: Enter the DOE Secretarial Office’s scoring adjustment.
31. Camp/ Other Score	Enter any numeric priority scores assigned to the ADS that were *not produced by application of the DOE ES&H Risk-based Priority Model*.
31a. Camp/ Other Scoring Adjustments	Enter any scoring adjustments applied to the non-RPM risk score in the following fields: • Contr Adj: Enter the Contractor’s scoring adjustment. • Ops Office Adj: Enter the DOE Operations/Site Office’s scoring adjustment. • SO Adj: Enter the DOE Secretarial Office’s scoring adjustment.

Field	Explanation
32. Priority	Priority is a numeric value of 1 to 9.9. This field may be used to record a separate determination of priority or importance of an activity beyond that determined from methods noted above.
33. Scored By	Identify the scoring evaluation group.
34. Score Date	Enter the date the ADS was scored by the evaluation group.
35. Scoring Comments…	Click this button to enter scoring comments associated with the scores attributed to the ADS.

To complete the ADS Resources/Funding Data Window:

1. Click the Resources/Funding… button.
2. Working from the ADS Resource Data section of the ADS form, enter the data in the fields shown in the table below.
3. If desired, you can at any time select the Zero All Cells button to reset the contents of all cells to zero.
4. Click the OK button when done.

Field	Explanation
36. Funding Case	Select the budget year funding case for the ADS as Target or Unfunded.
37. Resource Code	For each ADS to be direct-funded by a single resource structure code, enter the correct resource structure code. The System will automatically fill in an appropriate budget and reporting (B&R) code. *Or* for each ADS to be funded from an allocable cost pool, enter the Pool ID for the allocable cost pool from which it will be funded.
38. B&R Code	The B&R Code data field is coupled with the Resource Code field. When you enter or select a valid resource structure code, the System will automatically fill in the related B&R Code. If the B&R Code is entered first, the System will fill in the applicable resource structure code. **<F8>**
39. Oth Fund	For activities funded from outside sources (*e.g.*, work for others, cost reimbursable), identify where the funding is coming from or for what organization the work is being performed.
40. Start Year	Optional: For Start Year, enter the first fiscal year for which funding is requested or attained for implementation of the ADS.
41. End Year	Optional: For End Year, enter the first fiscal year the ADS is expected to be completed.
42 & 43. Cost/FTE Spreadsheet	Cost spreadsheet shows fiscal years and funding categories for an ADS, including columns for full-time equivalent employees (FTEs) - both Federal ("F") and Contractor ("C").
Escal/Defer…	Escalation is optional: allows you to first enter the ADS costs in current dollars (unescalated), and then subsequently to apply standard escalation factors (*e.g.*, those specified in the Uni-Call). Deferral allows you to automate the process of delaying implementation of an activity that cannot be currently funded by a specified number of years.
45. Cost Notes...	Opens a text entry window to enter key planning assumptions used to develop activity costs or any notes or comments needed to support or justify the ADS cost estimates. This should include an indication of whether funding has been escalated and, if so, what escalation factors were used.
Escalated?	Select this check box if the project's costs are escalated.

To complete the ADS Tracking/FEDPLAN Window:

1. Click the Tracking/FEDPLAN… button.
2. You may enter the data in the fields shown in the table below. Note that FEDPLAN fields are optional.
3. Click the OK button when done.

Field	Explanation
48. Management Approval?	Select to indicate Management approval of the ADS for inclusion in the Facility's ES&H Management Plan.
49. Activity In-Process?	Select if the ADS documents an activity already in process (i.e., budget obligations exist).
Status Remarks...	Opens a text entry window to document the reasons for a change, if any, in the status of an ADS in the System.
50 through 55. Activity Milestone Dates	Enter the specified milestone dates in the date format is mm/dd/yyyy.
56. Environ Reg	Enter the applicable Environmental Regulation Code and Environmental Category Code. **<F8>**
57. Compliance Status	Enter the applicable FEDPLAN Compliance Status Category. **<F8>**
58. Pollutant Type	Select all of the pollutant types that apply.
59. Progress Code	Enter the FEDPLAN Activity Progress Code for the current ADS status. **<F8>**
60. Program Type	Click the appropriate FEDPLAN Program Type Code.

For further assistance, call the ES&H Helpline at 1-800-473-4375.